

**Space Family Education, Inc.
Board of Director's Open Meeting**

March 16, 2006

Safety Report

Director & Vice President

Ms. Gomez gave the safety report. She said that there is nothing alarming or standing out in terms of accident and illness incidents through February. The usual/similar injuries occurred. There were some questionable injury incidents that the Center went ahead and reported to the State: A child was hit by lacing beads by another child, a child received 'rug-burn' on neck when sliding down the pole on the play structure, and another case which the teachers are uncertain as to what happened.

Ms. Gomez said that the Childcare Center policy/criteria for filing a mishap report with NASA is when a report is filed with the State.

Director Report

Staffing

Resignations:

No report

New Hires:

No report

Other:

No report

Operations

Facility:

Ms. Hirning reported that the Childcare Center was inspected by the State a couple of weeks ago. The inspection took about 4.5 hours. The Childcare Center was cited (written up) for the following: Loose steering wheel on play structure, fixed to the playground surface, evacuation map needs to be marked clearly, missing State/Licensing phone number in Staff Handbook, need to have in writing that we do have vision and hearing screening, and missing cotton balls and thermometer in school bus first aid kit. The State reminded us that we have to post the State inspection report until the next one is issued.

Ms. Scroggins asked about the repair for the play surface. Ms. Hirning said that all cracks need to be repair soon, and the initial cost estimate is about \$7K per section. Ms. Saunder said that NASA has not yet accepted/agreed to pay for the rubber play surface. Ms. Hirning

has the action to provide the estimate for the repair to Ms. Scroggins. Ms. Hirning said that she would ask about warrantee on the repair.

Special Events:

Ms. Hirning said that speech screening for the children ages 3 and up will be on one Friday in April. For the next time she will try to schedule speech with eye/hearing screening together. Ms. Hirning was asked to look into whether speech screening is offered to children 2.5 years old.

Regarding summer camp, Ms. Hirning is meeting with the staffs to plan on summer activities for the main school. She is still negotiating with St. Thomas the Apostle to use their facility for 2006 summer camp. St. Paul church has turned us down, and Westminster (off Medical Center Blvd.) is still hopeful.

Easter egg hunt will be on April 13th.

Other:

No report

Committees Report

Education Curriculum

No report

Fundraising

No report

SOP

The SOP committee met last Wednesday. The committee has 7 people, and the first task is to consolidate the Parents HB, the Staff HB and the Emergency Action Plan into one SOP. The committee will report on what it decides with respect to the schedule for the draft (April 15 due date) and the final version (shooting for 2006 school year in August).

Ms. Saunders wanted to have something do discuss at the General Membership Meeting in June.

Newsletter and Webpage

The JSC Childcare Center webpage needs to add links to other NASA Childcare Center websites.

Room-1

No report

Room-2

No report

Room-3

“Likes Ms. Sarah (the new teacher)”

Room-4

A room 4 parent reported that one parent in the room was called because her child had a tick on her pants. The tick was removed without incident, but we did not know how or where the tick came from.

Ms. Schroeder reported that the old building had one incident with a tick got on a child. As for the new Center, we have a terminator visit the Center every three months. The next visit is next Friday.

Room-5

No report

Room-6

Happy about the new garden.

Room-7

No report

Room-8

No report

Room-9

No report

Board Members Report**Policies and Procedures** (Liana Rodriggs)

Ms. Rodriggs reported that we had two withdrawals, from rooms 8 and 9. Ms. Rodgriggs has one potential replacement for room 8, but does not know what to do about room 9. Current enrollment in room 9 is at 17.

Ms. Rodriggs reported no change to Kindergarten registration.

Ms. Rodriggs will work on migration next month. She will put out a memo to request withdrawal dates with official notice from parents so they would not loose the deposit money.

Treasurer (Miranda Scroggins)

Ms. Scroggins reported that we brake even with cash flow of about \$42K. She explained that that is good. We will do better with summer camp revenue.

Ms. Scroggins reported a good news that her company, CenterPoint Energy, is giving us \$500 donation. We could get \$500 per quarter.

Ms. Scroggins said that she is 'shopping' for a new auditor. One firm quoted her \$6500 to perform our audit. Ms. Scroggins said that she knows the Director of the firm and has had good record/experience with this firm. Ms. Gomez said we currently pay Geraldine's firm

about \$2000 per year to do the audit. Ms. Scroggins said that she would do some more shopping to compare price.

Ms. Hirning said that starting May 1st we will have new insurance rate, +\$100 per employee. She said that we have the option of accepting the increase or to review and go with other plans the company offers.

Ms. Scroggins needs to have an estimated operating budget by April 1st for Ms. Schroeder to work the insurance issue.

Secretary (Louis Nguyen)

Mr. Nguyen reminded members about upcoming General Membership Meeting in June, and collection of proposed By-Laws changes and nominations for BOD, two Board Members.

Vice President (Susan Gomez)

Ms. Gomez reported that this year audit is done, and our tax if filed two days ago.

Ms. Gomez said that the Internal Revenue Services (IRS) has selected us for a random audit, by mail. The auditing firm will take care of everything, we are not sure if Geraldine's firm will charge us for it. Ms. Scroggins will get a copy of everything we'll send to the IRS.

President (Melanie Saunders)

Ms. Saunders reported that NASA signed a 3 months extension for the MOU.

Ms. Saunders reported that R. Cabana (JSC Deputy Director Office) and N. Saiz (Human Resources Office) had a good visit/tour of the Childcare Center on our 'Cook-Out' day. JSC Center Director, Michael Coats, will visit the Childcare Center sometime soon.

Ms. Saunders reported that the Board reviewed other NASA childcare centers, and saw variants in coverage/arrangement by other NASA centers. Regarding a question on a summer camp facility at JSC, Ms. Saunders said that we put that in the MOU asking NASA for a good faith effort in finding/providing us with a facility for summer camp, and similarly regarding the expansion plan.

SFEI Members Report

Walk-ons

The Board and concerned parents discussed policy, or lack there of, on religious materials and contents at the Childcare Center. The concerned parent observed that both teachers and parents have very different views on this topic, and asked for a policy or clarification on what are allowed and not, something that make sense and not taking away Santa/reindeer or Easter bunny from the children. Parents believe that making sure the staffs are aware of the issue and recognize the different between exercising their beliefs and preaching/teaching religion.

Ms. Saunders said that we would take careful steps to address this concern and try to be 'neutral' rather than be anti-religious. The Board believes that some policy may be needed, and would consider it. Perhaps, the need is for the staffs/teachers to be sensitive to and aware

of religious concerns/issues and be sure not to mixed their beliefs with their child development job.

A question was asked whether the summer camp registration forms would be made electronically. The answer was Yes.

For the good of SFEI, one parent reported that the 'Master Gardener Program' would send someone to put together a program/training for us, FREE! Also, parents are contacting the Boy Scouts to build a bike/trike trail in the younger children playground, and the Rotary to ask for donated benches, to put around the trees on the playground.

Attendance:

BOD - Louis Nguyen, Liana Rodriggs, Melanie Saunders, Susan Gomez, Miranda Scroggins

SFEI Staff - Shelley Schroeder, Kristy Hirning, Nancy Coppedge

Members - Gloria Cybulski, George Gafka, Scott Dunham, T. Q. Bui, Linda Loerch, Jennifer Mason, Melissa Campbell

NASA Liaison -

The next meeting will be April 20, 2006
Building 111 Conference Room - 11:30 AM - 1:00 PM